



COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

INTERPRETER II

Job Number: 20001069

Job Code: 51040V161016

Job Group: 5100 - ALLIED EDUCATION

Job Established: 01/16/1990

Job Revised: 10/16/2016

Grade: 15 Salary (MIN - MID):

\$19,882-\$26,339 - Hourly

\$3,230.84-\$4,280.10 - 37.5 Hr. Monthly Salary

\$3,446.22-\$4,565.44 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

PROBATIONARY PERIOD:

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

CHARACTERISTICS OF THE JOB: *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Performs professional interpreting/transliterating services in a variety of settings; and performs other duties as required and/or coordinates the day-to-day scheduling of interpreters for Kentucky state government agencies; and performs other duties as required.

MINIMUM REQUIREMENTS:

EDUCATION:

See Special Requirements

EXPERIENCE:

NONE

Substitute EDUCATION for EXPERIENCE:

NONE

Substitute EXPERIENCE for EDUCATION:

NONE

SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):

Must possess full licensure as an interpreter issued by the Kentucky Board of Interpreters for the Deaf and Hard of Hearing. <http://www.kbi.ky.gov/> Must maintain any required licensure(s), certification(s), or other credentials for the length of employment in this classification. Employing agency is responsible for ensuring employee possesses and maintains required licensure(s), certification(s) or other credentials.

EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION: *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Interprets using sign language and/or oral communication in a wide variety of settings, which demand the understanding of technical vocabulary. Provides interpreting for all persons who require these services including deaf/blind persons. Possesses knowledge of community resources and makes appropriate referrals such as Social Security benefits for persons who are deaf or hard of hearing. Assists with recruiting and conducting tours for potential students who are deaf or hard of hearing, maintaining records and completing forms. Makes personal contact with other staff in the services program for persons who are deaf or hard of hearing, other agency's deaf and hard of hearing services program staff and deaf and hard of hearing individuals, instructional staff and the general public. Assists in developing, conducting and implementing special workshops, in-services and projects such as deaf awareness activities. Coordinates scheduling of interpreters. Receives requests for interpreter services, assigns qualified interpreters, completes confirmation of assignments. Responds to inquiries about the interpreter services and conducts outreach efforts to increase awareness of interpreting and serving deaf and hard of hearing constituents.

UNIQUE PHYSICAL REQUIREMENTS:

Requires intense concentration and physical endurance when signing.

TYPICAL WORKING CONDITIONS: *Incumbents in the job will typically perform their job duties under these conditions.*

Interprets in a wide variety of settings and in situations. Requires frequent overnight travel both in and out of state.

ADDITIONAL REQUIREMENTS:

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.